



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. **DL-584331**

FOR

**MID-INFRARED INSTRUMENT (MIRI)  
DEWAR FOR THE JAMES WEBB SPACE TELESCOPE (JWST)**

**PROPOSALS TO BE RECEIVED AT JPL NO LATER THAN**

Date: **May 14, 2004**  
3:00 P.M. Pacific Daylight Time

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: Dan Low

Mail Station: 190-220

Title: Subcontracts Manager

Phone: (818) 354-7397

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California Institute of Technology  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Date of Issuance: **April 9, 2004**

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## **GENERAL INSTRUCTIONS**

### 1.0 PROPOSAL REQUIREMENT

The following provides general instructions and information regarding preparation of your proposal in response to this Request for Proposal (RFP). The effort to be performed, delivery schedule and/or performance period and contract type will be in accordance with the Specimen Contract.

### 2.0 PROPOSAL FORMAT

Your proposal shall consist of three volumes:

Volume I – Technical and Management Instructions

Volume II – Cost Instructions

The first step of the selection process shall be the (optional) early submission of Attachment A-14, Past Performance. The second step shall be the submission of Volume I and II (and Attachment A-14 if not submitted early) by the proposal submission date. Volume I shall be submitted as a set of viewgraphs. The third step shall be an oral presentation of the Volume I viewgraph package at the Subcontractor's facility. A JPL caucus and then a question and answer session covering all three volumes will follow the presentation, on the same day. The volumes of your proposal are to be submitted in accordance with the instructions of this RFP. The required documents, as set forth in the Attachments to this RFP, must be included in the cost volume.

### 3.0 SCHEDULE OF ORAL PRESENTATIONS

The sequence of presentations will be determined by JPL based on ease of travel and logistics. Only those organizations that have submitted a proposal, conforming to the requirements of this RFP by the due date, will be requested to make an oral presentation. Further, JPL may choose to screen the proposals using the technical and management criteria in paragraph 9.0 and to eliminate all but several high scoring proposals from further evaluation prior to the start of oral presentations. Oral presentations are expected to begin the week of **May 24, 2004**. A specific date and time for each presentation will be coordinated with individual Subcontractors.

### 4.0 SUBMITTING YOUR PROPOSAL

#### 4.1 Organization and Format for the Written Proposal.

- 4.1.1 Your written proposal should be organized as closely as practicable to the format and sequence indicated in these proposal instructions. **It shall be prepared in viewgraph format and it is mandatory that Volume I, Technical and Management Instructions, be limited to 100 pages, using fonts not smaller than Times New Roman 12 points.** For each of the three volumes you should submit one hard copy and one electronic version in Adobe PDF format on either a Zip-disk or CD-ROM. Volume II, Cost Proposal, should be submitted with Volume I.

- 4.1.2 JPL reserves the right to retain all proposal information submitted in response to this RFP.
- 4.1.3 JPL requests that you submit Attachment A-14, Past Performance by **April 30, 2004**. If you are going to submit past performance information prior to the proposal due date, clearly mark the outside of the package as follows:

Attachment A-14 , PAST PERFORMANCE

RFP NO. **DL-584331**

The entire proposal must be submitted by May 14, 2004

4.2 Oral Presentation

- 4.2.1 JPL will send each Subcontractor written questions concerning their Volume I- Technical/Management, Volume II- Cost or Attachment A-14 – Past Performance proposals three (3) calendar days before the scheduled date of each Subcontractor's oral presentation. Each Subcontractor shall decide how best to present the answer to each question. However the answer to these questions and any subsequent questions generated as a result of the oral presentation (see paragraph 4.2.6 below) shall be addressed during the three (3) hour question and answer session to assure closure of all questions.
- 4.2.2 Presentations shall address the information required by the Technical/ Management Instructions. You may organize your presentation/allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria, specified in paragraph 9.0 below and your ability to cover the material submitted.
- 4.2.3 The viewgraphs provided in Volume I are to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraphs is sometimes needed to fully explain some issues or points. **Oral presentations shall be solely based on the material submitted by the proposal due date. Accordingly, the Subcontractor shall use all viewgraphs, submitted in advance as Volume I, in their oral presentation. No additional information may be introduced during Oral presentations, unless in response to a JPL question or request for clarification.**
- 4.2.4 There shall be a four (4) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not interrupt the presenters during the oral presentation.
- 4.2.5 Following the oral presentation, JPL will caucus for two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two (2)-hour period, JPL will provide its questions to the Subcontractor.
- 4.2.6 A question and answer session will be conducted with each Subcontractor following the oral presentation and will be limited to three (3) hours. In this session, ALL questions, including those sent to Subcontractors three (3) calendar days ahead of the oral presentation, shall be addressed. The purpose of the question and answer session is to assist JPL in fully understanding each proposal by:
- 4.2.6.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;

- 4.2.6.2 Verifying and identifying strengths and weaknesses which could affect work performance;
- 4.2.6.3 Verifying the validity of the proposed price; and
- 4.2.6.4 Assessing the proposed personnel and the Subcontractor's capabilities for performing the work.
- 4.2.7 The total time for the entire session, including the oral presentation, JPL caucus and question and answer session with Subcontractors will not exceed nine (9) hours, including lunch.
- 4.2.8 JPL cost questions will be sent three (3) calendar days prior to the presentation, or will be asked during the question and answer period.
- 4.2.9 The presentation will not be audio/video recorded by either the presenter or by JPL.
- 4.2.10 After discussions, JPL may request proposal cost deltas in order to correct errors, omissions or ambiguities in the proposal. Only those cost deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)
- 4.2.11 Finally, the initial evaluation findings are reviewed and ratings are assigned which incorporate the results of the discussions and/or price proposal deltas.

#### 4.3 Address and Identification

To help ensure timely receipt and processing of your proposal, please down-load and affix the address label (Attachment I to the RFP cover letter) to the envelope/container containing a complete original copy of your proposal. (NOTE: the label is JPL's notification that the package you send is a proposal.) All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

#### 4.4 Hand-Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/ Jet Propulsion Laboratory, Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, California 91109, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m., and 4:30 p.m. local time. (**Note: Proposals are due at 3:00 p.m., local time May 14, 2004.**)

#### 4.5 Other Proposal Transmission

**Proposals will NOT be accepted by facsimile (fax) transmission or by electronic mail (e-mail).**

### 5.0 GENERAL INFORMATION

#### 5.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

5.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. JPL- shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”

5.3 Security

**There shall be no classified information in response to this RFP.**

5.4 Requests for Clarification/RFP Addenda.

During the proposal preparation period, requests to clarify certain aspects of the RFP package, or to provide additional information, must be in writing and sent to the individual designated on the RFP cover page via Fax or e-mail. JPL responses providing additional information or clarification will be provided to all prospective Subcontractors on the web site

(<http://acquisition.jpl.nasa.gov/rfp/MIRI/dewar/DL-584331>) as addenda to the RFP. In addition, any JPL-initiated changes to the governing documents in the RFP package will be provided to all prospective Subcontractors as addenda to the RFP. Prospective bidders will be notified of the issuance of all addenda and the addenda content will be posted on the web site. JPL will not be responsible for explanations or interpretations of the RFP by any other means. (Note: You must include reference to all addenda on your Acknowledgement to this RFP {Attachment A-1})

5.5 Retention of RFP and Proposal Material

Except where specified otherwise, the material furnished with this RFP should not be returned to JPL.

6.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

6.1 JPL determines that the late receipt was due solely to a delay by the U.S. Postal Service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.

6.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.

- 6.3 No acceptable proposals are received in a timely manner.

**NOTE:** If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

## 7.0 CONTRACT OPTION

Subcontractors are cautioned that both the cost estimate for the option(s) and credibility of the cost estimate for the option(s) will be significant considerations in source selection. The Specimen Contract anticipates that JPL will negotiate the option(s) described in the Specimen Contract with the selected Subcontractor(s).

## 8.0 SOURCE EVALUATION AND SELECTION PROCESS

### 8.1 Source Evaluation

Proposals will be evaluated in the areas of technical and management as described in paragraph 9.0 below. Although cost will not be scored, cost is a substantial factor and is of equal importance to the combined technical and management areas. JPL will evaluate the cost realism of the submitted proposal. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL may select for negotiations the offer with the lowest cost. However JPL may select for negotiations a Subcontractor whose proposal offers a higher qualitative merit if the difference in cost is commensurate with added value. Conversely, JPL may select for negotiations a Subcontractor whose proposal offers a lower qualitative merit if the cost differential between it and other offers so warrants. For purposes of this evaluation, JPL may use the proposed costs or the JPL-determined probable costs, as defined in paragraph 8.1.8 below. JPL will evaluate the proposals utilizing the following process.

- 8.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 9.0 below
- 8.1.2 An analysis of the supporting cost details is performed and the proposed costs are compared. If the Buy American Act, the Balance of Payment Program, or rent-free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 8.1.3 Responsibility (i.e., consideration of matters such as Subcontractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Subcontractor deemed to be nonresponsible.
- 8.1.4 Results of the initial proposal evaluation are used to determine which proposals are within the technical/management competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the Subcontractors are notified accordingly.

8.1.5 JPL may, at its discretion, conduct limited communications with one or more Subcontractor(s) for the purpose of determining whether the Subcontractor(s) should be included in competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of the proposals and may be used to:

8.1.5.1 Validate the proposed price; and

8.1.5.2 Clarify omissions, ambiguities and uncertainties in the Subcontractor's supplemental business/cost information; and

8.1.5.3 Clarify relevant past performance information.

8.1.6 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

8.1.7 Each Subcontractor determined to be in the competitive range will conduct an oral presentation to JPL as described in paragraph 4.2.

8.1.8 After discussions, the results of the oral presentation and discussions are used to arrive at a final evaluation. This final evaluation includes completing a thorough assessment of the cost realism of each proposed cost estimate and comparing the cost estimates. In performing this assessment, JPL may develop a "probable cost" for each Subcontractor. "Probable cost" is defined as JPL's best estimate of the cost of any contract that is most likely to result from the offeror's proposal.

## 8.2 Selection Process

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Subcontractor(s) for negotiation.



## 9.0 TECHNICAL AND MANAGEMENT EVALUATION CRITERIA

The Technical/Management evaluation criteria for this procurement are listed below. The factors shown under the criteria are not individually weighted for evaluation purposes and are not listed in any particular order.

### 9.1 Technical Evaluation Criteria (600 points)

**9.1.1 Criterion T1 - Design Approach:** The degree to which the proposed MIRI Dewar design approach meets the requirements of the Specimen Contract. (100 points)

9.1.1.1 Overall Design.

9.1.1.2 MIRI Dewar Subsystem high-risk elements and approach to retiring risk.

9.1.1.3 Launch-hold strategy that minimizes the impact to the standard processing flow.

**9.1.2 Criterion T2 - Requirements Compliance:** The degree to which the proposed design satisfies the requirements of the Specimen Contract. Factors to be considered are: (300 points)

9.1.2.1 Requirements Compliance Matrix.

9.1.2.2 End-of-life temperature of the Focal Plane Module thermal strap interface.

9.1.2.3 Optimum Dewar mass within the given lifetime and temperature constraints.

**9.1.3 Criterion T3 - Fabrication, Assembly, Verification and Test:** The degree to which the proposed fabrication, assembly, verification and test approach is suitable to manufacture, assemble, integrate and test the proposed MIRI Dewar design. (200 points)

9.1.3.1 Realism of schedules for fabrication, assembly, verification and test.

9.1.3.2 Manufacturing Test Flow Plan.

9.1.3.3 Discuss the testing planned to validate that the hardware and software/firmware deliverables have indeed attained the required performance.

9.1.3.4 Test Matrix.

### 9.2 Management Evaluation Criteria (400 points)

**9.2.1 Criterion M1 - Management Approach:** The degree to which the Subcontractor's management approach provides for effective organization, implementation and monitoring and control of the effort. Factors to be considered are: (200 points)

9.2.1.1 Organization Plan.

9.2.1.2 Program/Project Manager's Authority and Responsibility.

9.2.1.3 Monitoring and Control of the Schedule.

9.2.1.4 Implementation Approach for Conducting the Effort, Program Control Plan, Program Plans.

**9.2.2 Criterion M2 Related Experience:** The degree to which the Subcontractor's related experiences results in effective implementation of the lessons learned and shows the Subcontractor has the requisite experience and organizational capability and commitment to deliver the proposed Dewar system. Factors to be considered are: (100 points)

9.2.2.1 Applicable Dewar Experience.

9.2.2.2 Lessons Learned from prior Dewar subsystem experience.

**9.2.3 Criterion M3 – Resources:** The degree to which the proposed technical personnel, facilities and equipment are available and suitable for performance of the effort identified in the Specimen Contract. Factors to be considered are: (100 points)

9.2.3.1 Identification of Key Personnel.

9.2.3.2 Availability and Qualification of Personnel.

9.2.3.3 Suitability and Availability of Facilities and Test Equipment.

## 10.0 EXCEPTIONS TO TERMS AND CONDITIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions taken.**

Subcontractors who submit proposals with exceptions may be selected for negotiations.

However, if an agreement cannot be negotiated, your proposal may be rejected.

## PROPOSAL INSTRUCTIONS – TECHNICAL AND MANAGEMENT – VOLUME I

### 1.0 Introduction

This portion of the Proposal Instructions sets forth the requirements to be followed in preparing Volume I - Technical Proposal. Include the following specific information in Volume I to permit an evaluation of your technical capabilities. Volume I shall consist of the Technical Instructions, Section 2.0, and the Management Instructions, Section 3.0.

Section 2.0, Technical Instructions, includes three (3) criteria:

Criterion T1 – Design Approach

Criterion T2 – Requirements Compliance

Criterion T3 – Fabrication, Assembly, Verification, and Test

Section 3.0, Management Instructions, includes three (3) criteria:

Criterion M1 - Management Approach

Criterion M2 - Related Experience

Criterion M3 - Resources

### 2.0 Technical Instructions

Your proposal must be prepared as outlined below:

#### 2.1 **Criterion T1 - Design Approach:** The degree to which the proposed MIRI Dewar design approach meets the requirements of the Specimen Contract. Factors to be considered are:

##### 2.1.1 Overall Design

Provide a detailed block diagram and overall narrative description of the MIRI Dewar Subsystem design and functions, including Dewar components, DCE, STM/ETU components.

Discuss how your proposed design approach and tradeoffs establish the design characteristics to meet the contract requirements, including data to justify your design approach.

For assemblies and subassemblies with design inheritance, discuss changes to designs including changes to manufacturing processes of existing designs and rationale.

Describe the proposed cryoservice support hardware design necessary for servicing the Dewar during testing and launch-site preparations, and its respective compliances with the requirements.

##### 2.1.2 MIRI Dewar Subsystem high-risk elements and approach to retiring risk.

List the Dewar subsystem high-risk elements within your design and describe your approach for retiring risk.

##### 2.1.3 Launch-hold strategy that minimizes the impact to the standard processing flow.

Discuss your launch-hold strategy and how it will minimize the impact to the standard processing flow, including a description of the cryoservice support hardware design.

- 2.2 **Criterion T2 - Requirements Compliance:** The degree to which the proposed design satisfies the requirements of the Specimen Contract. Factors to be considered are:

2.2.1 Requirements Compliance Matrix.

Provide a requirements compliance matrix that identifies your understanding of the MIRI Dewar requirements.

2.2.2 End-of-life temperature of the Focal Plane Module thermal strap interface.

Describe how your model supports the design requirement to meet the end-of-life temperature requirement.

2.2.3 Optimum Dewar mass within the given lifetime and temperature constraints.

Describe how you plan to minimize the mass while satisfying the Dewar lifetime and temperature constraints.

- 2.3 **Criterion T3 - Fabrication, Assembly, Verification and Test:** The degree to which the proposed fabrication, assembly, verification and test approach is suitable to manufacture, assemble, integrate and test the proposed MIRI Dewar design. Factors to be considered are:

2.3.1 Realism of schedules for fabrication, assembly, verification and test.

Describe your approach for meeting fabrication, assembly, verification and test schedules.

2.3.2 Manufacturing Test Flow Plan.

Provide a fabrication and assembly flow plan including scheduling of long lead procurements.

2.3.3 Discuss the testing planned to validate that the hardware and software/firmware deliverables have attained the required performance.

Provide a test plan and discuss how it validates the hardware/software/firmware performance, meets final acceptance testing, and demonstrates that the JPL requirements will be met.

Provide a preliminary flow plan showing planned testing and verification of both flight and ground support hardware.

2.3.4 Test Matrix

Provide a test matrix for the complete MIRI Dewar Subsystem integrated hardware, software, mechanical and electrical verification and functional tests in accordance with the Specimen Contract performance requirements. Include a test matrix for the FM Dewar Subsystem and STM/ETU deliverables.

3.0 Management Instructions

Your proposal must be prepared as outlined below:

3.1 **Criterion M1 - Management Approach:** The degree to which the Subcontractor's management approach provides for effective organization, implementation and monitoring and control of the effort. Factors to be considered are:

3.1.1 Organization Plan

Provide an organization chart specific to this effort. Identify organizational elements and personnel under complete control of the Program/Project Manager, as well as those elements that receive technical direction from the Manager but are under administrative control of other organizational elements within the company, affiliates or subcontractors. Explain rationale for the organizational approach.

Indicate the relationship of the proposed effort to the total company organization. If an affiliation and/or a subcontract with other business concerns is contemplated (and is otherwise not precluded by this RFP), show the same information for these concerns as well as the line of authority between prime and affiliate.

3.1.2 Program/Project Manager's Authority and Responsibility

Describe and show lines of authority down to the Program/Project Manager.

Discuss how problems beyond the Program/Project Manager's authority will be resolved.

3.1.3 Monitoring and Control of the Schedule.

Provide a clear and concise description of the management approach you intend to implement for the monitoring and control of technical, schedule, cost and work force performance, including control of critical subcontracts.

Provide a list of the specific management tools that you propose to use to monitor cost, work performance and schedule. Describe in detail how the tools will be used to control costs, work performance, and schedule.

Discuss any high risk activities that may affect schedule, allocation of schedule contingencies, if any, and risk mitigation.

3.1.4 Implementation Approach for Conducting the Effort, Program Control Plan, Program Plans

Provide a Work Breakdown Structure (WBS) to the level indicated below. Identify and discuss in detail, the activities in support of each report item. Work items that are of short duration or those which pertain to level-of-effort activities need not be expanded.

Include a WBS dictionary that defines the activities and deliverables included in each lower level work item and provides summaries of each level of the WBS to at least level 4.

Provide a detailed Network Schedule that is event oriented and comprised of events derived from the delivery schedule requirements of the Specimen Contract. Include events that are major milestones and the critical path.

- 3.1 **Criterion M2 Related Experience:** The degree to which the Subcontractor's related experiences results in effective implementation of the lessons learned and shows the Subcontractor has the requisite experience and organizational capability and commitment to deliver the proposed Dewar system. Factors to be considered are:

3.2.1 Applicable Dewar Experience

Describe your previous related experience in cost, design, fabrication, test, and documentation of flight-qualified hardware similar to the MIRI Dewar. Provide program name, contract number, and date.

Identify similarities and differences between the items described and the MIRI Dewar, and identify whether the program was completed on baseline cost and schedule.

Describe your ability to manage cost and schedule performance on prior Dewar programs.

3.2.2 Lessons Learned from prior Dewar subsystem experience

Describe the lessons learned from problems encountered on previous programs and indicate what would be done differently on the MIRI Dewar program to mitigate or prevent a recurrence.

- 3.3 **Criterion M3 – Resources:** The degree to which the proposed technical personnel, facilities and equipment are available and suitable for performance of the effort identified in the Specimen Contract. Factors to be considered are:

3.3.1 Identification of Key Personnel

Provide a list of the key management and technical personnel by name and title and the percentage of time to be spent on this Contract.

3.3.2 Availability and Qualification of Personnel

Provide resumes and describe the related experience that qualifies them for this task. Identify the corporate commitment for keeping the key personnel available on the program.

Describe how staffing will be maintained in light of other projected business during the same time frame. Include with this discussion, a summary curve or chart depicting total work force loading by month and category for the duration of the effort.

3.3.3 Suitability and Availability of Facilities and Equipment

List and describe in detail all facilities and equipment that will be required to support this effort, including the location, intended usage by percentage and duration, planned availability and description of adequacy of such facilities and equipment. Also include

contingency plans established to address potential conflicts regarding facility and equipment availability.

Provide a list of test equipment needed, whether it is commercially available or special test equipment, and whether availability is a problem; and provide an effective plan to resolve equipment availability problems.

**PROPOSAL INSTRUCTIONS – COST – VOLUME II**

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

Your cost proposal should be prepared to allow the evaluation of three phases where Phase II and III are considered hard options based on the Task Order start and end dates shown in the Statement of Work, Section (5.0)

You are requested to price out separately the cost for incorporating the Earned Value Plan for this Contract.

1. DATA SUBMITTAL

In preparing your proposal, you must submit the following, as applicable:

- 1.1 A Contract Pricing Proposal Cover Sheet, signed by the Subcontractor's authorized representative. For proposals greater than \$550,000, a Contract Pricing Proposal Cover Sheet, signed by the Subcontractor's authorized representative, stating:
  - 1.1.1 The solicitation number, proposed cost, profit or fee, and total;
  - 1.1.2 Whether your organization is subject to cost accounting standards (CAS);
  - 1.1.3 Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
  - 1.1.4 Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
  - 1.1.5 Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
  - 1.1.6 Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, "Cost Principles," and, if not, an explanation.
- 1.2 The cost information requested in paragraphs 2 and 3 below. (NOTE: If the price of a purchased item is based on adequate price competition as defined in FAR Part 15, the cost elements supporting data addressed in paragraph 3 is not required for that item.)
- 1.3 For proposals exceeding \$550,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon contract negotiation, unless an exception applies. If any exception per Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.



- 1.4 For each individual item included in the proposal for which the price exceeds \$550,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is required. If an item is subject to an exception but is priced at less than or equal to \$550,000, state the basis of the price and provide appropriate reference documentation; a written request for an exception is not required. The cost elements supporting data addressed in paragraph 3 below is not required on any item for which an exception applies.
- 1.5 A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

## 2. PROPOSAL PRICING

- 2.1 Submit the cost information requested below, summarized by cost element and time phased by month. Labor should be proposed by work hour, not work month. Provide a breakdown of all labor categories and associated hours to perform the effort defined in the Specimen Contract. This information should be submitted using Attachment A-15, "Cost Elements Breakdown," or your computer generated equivalent. If possible, include a copy of the data on a CD in an Excel or Excel-compatible format (e.g., Lotus 1-2-3, Quattro Pro, Microsoft Works, Dbase, etc.). If proposal includes separate phases or options, a time-phased summary must be submitted for each.
- 2.2 Submit the following cost information as described in item 2.1 above.

Total Effort	WBS level 1
Report Items	WBS level 2 (items subject to monthly financial reporting)
Tasks	WBS level 3 (items one WBS level below report items)
Work Items	WBS level 4 (lowest level of the expanded WBS)

If selected for negotiations, you may be required to submit a cost estimate for all or selected work items(s) at the lowest level of the expanded WBS. Only a direct labor-labor estimate and a total dollar estimate for all elements of direct costs are necessary.

## 3. COSTS ELEMENTS SUPPORTING DATA

The following information is required in support of your estimated cost.

- 3.1 Direct Labor
  - 3.1.1 Explain the basis of the labor-hour estimates by classification. Show all calculations in detail including the development of any factored hours and the base to which the factor is applied.
  - 3.1.2 Discuss the development of the labor rates including all escalation factors. Include a summary rate table by classification and lowest fiscal distribution (i.e., by quarter if rates change quarterly). If available, submit evidence of Government approval of direct labor rates for each labor classification.

**3.2 Material**

Submit a breakdown of raw materials and purchased parts including: basis of estimates, part number, description, quantity, unit price, extended price, and source of supply. Describe any pricing factors proposed such as scrap, rework, and usage.

**3.3 Subcontracts**

Identify each effort to be subcontracted. List the selected subcontractor's name, location, amount proposed and type of contract. Explain any adjustment made to the subcontractor's proposed costs. Describe the cost or price estimates for each subcontract.

**3.4 Other Direct Costs.**

**3.4.1 Travel and Relocation**

3.4.1.1 Indicate the destination, duration and propose of each trip proposed. Detail the development of each cost element included in the per trip cost.

3.4.1.2 Submit current company policy regarding the reimbursement of travel relocation costs and the accounting of such costs as direct or indirect expense.

**3.4.2 Special Tooling and Special Test Equipment**

3.4.2.1 Special Tooling and Special Test Equipment are defined in the JPL form Entitled "Management of Government Property in the possession of Subcontractor," which is incorporated into the Specimen Contract. Describe each item of Special Tooling and Special Test Equipment you proposed; explain how it meets the definition referenced above; indicate where and when each item is to be used and the extent of usage.

3.4.2.2 Explain the Basis of Estimate and furnish supporting data for each item of Special Tooling and Special Test Equipment in accordance with the requirements of the paragraphs entitled "Direct Labor," "Material" and "Subcontracts" above.

**3.4.3 Computer Usage**

Describe the proposed computer usage, extent of usage, rate(s), and the total cost. Explain the development of the rate(s).

**3.4.4 Consultants**

Indicate specific tasks requiring consultant services. Identify the proposed consultants, state the proposed hourly/daily rate, the estimated hours/days, and any associated costs (such as travel). State whether the consultant has been

compensated at the quoted rate for similar services performed in connection with Government contracts.

**3.4.5 Licensing and Royalty Information**

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

**3.4.6 Other**

Explain and support any additional other direct costs included in the proposal.

**3.5 Indirect Costs**

**3.5.1** Discuss the development of each proposed indirect expense rate (e.g., labor overhead, material overhead, off-site burden, general and administrative (G&A). Specifically identify the cost elements included in the base to which each rate is applied. List the indirect expense rates experienced for the past two years. Explain any significant variance between the experienced and proposed rates. Submit evidence of Government approval of each indirect rate available.

**3.5.2** Identify separately any independent research and development expenses included in the G&A rate.

**4. COST SHARING**

If you elect to submit a cost-sharing proposal, such a proposal may be submitted in addition to a basic proposal or in lieu thereof. Please note that all Subcontractors are required to submit complete cost information for the full requirement and indicate which part of the effort is to be funded by the Subcontractor and which part is to be funded by JPL.

**5. SMALL START-UP CONTRACT**

Schedule demands may require the issuance of a Small Start-up Contract. To facilitate the issuance of such, those Subcontractors determined to be in the competitive range, may be required to provide the following:

**5.1** The estimated cost for each sub-task scheduled to be initiated in the first two months of the contract either as a stand-alone sub-proposal or as a specifically identified portion of the overall proposal.

**5.2** The estimated cost for each long lead purchased part or assembly. Long lead is identified as any purchased item that would impact the critical path based upon the Specimen Contract Article 1, Delivery Instructions, if not purchased within two months of award.

**6. SUPPLEMENTAL BUSINESS/COST INFORMATION**

**6.1 Financial Statement**

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

6.2. Royalties

If your proposal contains costs for royalties, indicate the amount and be ready to furnish details.

6.3 Accounting Calendar

The Subcontractor will furnish its accounting calendar for each year in which work is anticipated.

7. ATTACHMENTS

The Section of this RFP entitled “Attachments,” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B attachments consist of forms and documents for informational purposes only and can be found through the electronic addresses identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

Additionally, the General Provisions (GPs) and Additional General Provisions (AGPs) stated in the attached specimen contract can be found at the following URL address:  
**<http://acquisition.jpl.nasa.gov/e2000.htm>**